

**INVITATION FOR BIDS
(IFB) NO. 13-106-CP**

Courthouse HVAC Upgrade

Notice is hereby given that the Board of County Commissioners of Frederick County, Maryland will receive Sealed Bids from General Contractors in the Department of Procurement and Contracting, Winchester Hall, 12 East Church Street, Frederick, Maryland, 21701 for the Courthouse HVAC Upgrade until **3:00 p.m. (local time) on July 5, 2013**, at which time bids will be opened and publicly read aloud. Bids received after that time and date will not be accepted and returned unopened.

Description of the Work:

The Courthouse is located at 100 W Patrick Street, Frederick, MD 21702. The work under this contract includes all labor and supervision, materials and equipment to remove and dispose of the twenty-three (23) 5-15 ton water source heat pumps, the electric boiler and one hundred twenty five (125) 1-ton console units. The work also includes installation of twenty-three (23) new water source heat pumps, a new electric boiler and one hundred twenty five (125) new console units; restoration of the fit, finish and alteration at the new units.

1. Presentation of Bids:

Presentation of bids shall be in strict accordance with the Instructions to Bidders included in the project Specifications (Section 00100). Bids shall be enclosed in a sealed envelope, addressed to Frederick County and identified as IFB No. 13-106-CP in one envelope which includes:

- Bid Proposal (Bid Forms per specification section 00200)
- Bid Security
- Bidder Certification of Work Capacity
- Affidavit of Qualification to Bid
- Certificate of Compliance with Regulation 1-2-36
- Non-collusion Affidavit of Bidder and Certification List of Subcontractors.

The Bidder's Name and address should be clearly marked on the outside of the envelope.

2. Obtaining or Inspecting Contract Documents:

There is no charge for the bid documents. Downloading the Contract Documents will permit the bidder to take Contract Documents to the "print shop" of their choice for printing. Depending on the type/speed of your internet connection, and the size of the file(s), this download could take 20 to 30 minutes or more.

Bid documents may be obtained as follows:

- If you are already a registered vendor on the Frederick County Procurement website, go to Procurement Construction Page at www.frederickcountymd.gov/index.asp?NID=1116 and download a copy of the solicitation.
- If you are not yet a registered vendor on the Frederick County Procurement website, go to the vendor registration page at www.frederickcountymd.gov/VendorSignIn and follow the instructions to register.

- When you have completed the registration, go to the Procurement Construction Page identified above to download a copy of the solicitation.

NOTICE: CONTRACTORS AND SUBCONTRACTORS THAT DO NOT REGISTER WILL NOT RECEIVE NOTIFICATION OF ADDENDA; THEREFORE THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE FAILURE OF NON-REGISTERED ENTITIES TO RECEIVE ADDENDUMS.

Bid Documents may be reviewed at the following locations:

Associated Builders & Contractors
Attn: Darlene Chaney
530 North Locust Street
Hagerstown, MD 21740
Ph # 301-739-1190
Fax # 301-739-1026
Email: abccvc@myactv.net

Reed Construction Data
Attn: Production
30 Technology Parkway South, Suite 500
Norcross, GA 30092
Ph # 770-209-3323
Fax # 770-209-3328
Email: docprocessing@reedbusiness.com

McGraw Hill Construction Co/
Dodge Reports
Attn: Maryann Duke
8501 La Salle Rd., Suite 204
Towson, MD 21286
Ph # 770-775-6075
Fax # 410-821-0090
Email: mary_ann_duke@mcgraw-hill.com

Mid Atlantic Bx
(Formerly Harrisburg Builders Exchange)
Attn: Trisha Byrd
2501 North Front Street
Harrisburg, PA 17110-1189
Ph # 717-234-3255
Fax # 717-234-3316
Email: trisha@midatlanticbx.com

EGI (Engineering Graphics Inc.)
Attn: Mike Bratburd
5103-B Pegasus Court
Frederick, MD 21704
Ph# 301-668-8944
Fax# 301-668-8946
Email: Frederick@egicopycenter.com

3. Bid Security and Guarantee is applicable to this project.
4. Performance Bond and Payment Bond are applicable to this project.
5. Time of Completion and Liquidated Damages:

The Contractor shall commence the Work under this Contract based on the Construction Start Date identified in the Notice to Proceed, prosecute all said Work, and complete the Work no later than 140 (one hundred forty) calendar days from the construction start date identified in the Notice to Proceed. In case of failure on the part of the Contractor to complete the Work within the time fixed in the Contract or any extensions thereof, the Contractor shall pay the Owners, as fixed and agreed upon liquidated damages, the sum of \$500 (Five Hundred Dollars) per calendar day to Frederick County

for each calendar day in excess of the Contract Time stated above or as otherwise modified and agreed to by the Owner and Contractor.

6. Pre-Bid Conference:

There will be a non-mandatory Pre-Bid Conference on **June 21, 2013 at 10:00 a.m. local time** in the Procurement and Contracting Conference Room, 1st floor, 12 E. Church Street, Frederick, Maryland 21702. The project will be reviewed and questions pertaining to the plans, specifications and bidding procedures will be addressed. A non-mandatory site visit will follow immediately after the pre-bid conference.

7. Award or Rejection of Bids:

It is the intent of the Owners to award the construction contract to the lowest responsive and responsible Bidder, for the Bid Schedule selected by the County, complying with all the provisions of the Instructions to Bidders, provided the bid price is reasonable and it is to the interest of the Owner to accept it. The Board of County Commissioners of Frederick County, Maryland reserves the right to cancel the project, at no penalty, up to the issuance of the "Notice to Proceed". The Board of County Commissioners of Frederick County, Maryland or its authorized agent(s) reserve the right to reject any or all bids and to waive any informality or deficiency in bids received, whenever such rejection or waiver is in the best interest of the County. The Board of County Commissioners of Frederick County, Maryland also reserves the right to reject the bid of a Bidder who has previously failed to perform properly or to complete, on time, contracts of a similar nature, or the bid of a Bidder, who after investigation, is not in a position to perform the Contract.

8. Bid Protest:

The County's Bid Protest Procedure may be accessed at:

<http://www.co.frederick.md.gov/index.asp?nid=1116>

Frederick County Government does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Individuals requiring special accommodations are requested to contact the Procurement Department at (301) 600-1067 (Voice), or (301) 600-1672 (Voice/TDD) to make arrangements no later than ten (10) working days prior to the meeting.

9. Project Administration:

All communications relative to this Work shall be directed to Sylvia Jacobs, Project Manager, prior to the opening of Bids. All questions relating to interpretation of the Contract Documents or requests for clarification must be submitted in writing via email: sjacobs@frederickcountymd.gov or Fax: 301-600-2521 **no later than June 27, 2013 at 4:00 pm local time.**

BY AUTHORITY OF:

The Board of County Commissioners of Frederick County, MD
Procurement and Contracting Director